

Eligibility & Requirements (cont)

license to establish a direct line to the registrant.

3) An attorney, funeral director or other person acting directly for them.

4) A city, county, state or federal governmental agency needing proof of death for official purposes.

5) An insurance company, bank or hospital with which the deceased maintained business relations and which requires a certified copy of a death certificate for business purposes.

6) An attorney, executor of an estate or individual processing a claim regarding the estate of the deceased in connection with business matters involving the deceased for which the individual can show proof of interest and the need for a certified copy of the certificate.

7) A family member or relative engaged in research for genealogical purposes who provides proof of relationship to the deceased.

8) A government or private agency or individual engaged in research for medical or scientific purposes.

9) Any other applicant who provides a signed authorization to release the copy to the applicant from the surviving spouse or other adult member of the deceased's immediate family.

Corrections to Death Certificates

Corrections to a death certificate, other than corrections to medical information, may be requested by the **informant** or any **immediate family member**. The informant is the person listed on the death certificate as having provided all of the personal information to whomever prepared the death certificate.

If the correction involves an error that was made by the mortuary, the easiest way to have the correction made is to have the mortuary submit a correction letter to the Office of Vital Records. The correction will then be made at no cost to the family.

Corrections to vital records cost \$23.00 which includes one certified copy of the amended record.

ARIZONA DEPARTMENT OF HEALTH SERVICES OFFICE OF VITAL RECORDS

Street Address:

1818 West Adams
Phoenix, AZ 85007

Mailing address:

P.O. Box 3887
Phoenix, AZ 85030

Phone:

(602) 364-1300

Website:

www.azdhs.gov/vitalrcd



ARIZONA DEPARTMENT OF HEALTH SERVICES OFFICE OF VITAL RECORDS

How to Apply for an Arizona Death Certificate



How to Apply for an Arizona Death Certificate

HOW TO APPLY

1) **In Person** - The Office of Vital Records is located at 1818 W. Adams, Phoenix, AZ. The hours of operation are from 8:00am to 5:00pm Monday–Friday. However you must arrive prior to 4:00pm to receive a number to be served. Free parking for customers is located on the first floor of the parking garage on Monroe and 18th Avenue.

In addition, you may obtain certified copies of death certificates that occurred within the last 30 days at the county health department in the county where the death occurred.

You must bring with you a valid government issued picture identification which includes signature, such as a driver's license. Proof of relationship and/or documentation to prove legal interest is required, if applicable. (see **Eligibility and Requirements**)

Only persons 18 years of age or older may obtain a certified copy of a death certificate.

Arizona Vital Records has death records **ONLY** for deaths that occurred in Arizona. If you need a certified copy of a death certificate from another state, you must contact that state's vital records office.

HOW TO APPLY (CONT)



2) **By Mail** - mail your request with your signature notarized or include a copy of your valid government issued picture identification, which includes signature. Indicate your relationship to the registrant. Please provide proof of relationship or proof of legal interest with supporting documentation (see Eligibility and Requirements listed below) and a money order of \$10.00 per copy. Mail your request to Office of Vital Records, P.O. Box 3887, Phoenix, AZ 85030.



3) **By Fax** - Information for expedited services may be obtained on the Internet at www.vitalchek.com or you may call 1-800-255-2414. This service is provided for **credit card purchases only**. The fee for expedited services is \$27.00 returned federal express in addition to the cost of the certificate.

Eligibility & Requirements **Who Can Apply for a Death Certificate?**

1) The surviving spouse or other adult member of the deceased person's immediate family (mother, father, sister, brother or adult child).

Eligibility & Requirements (continued)

2) **Family member** - means:

- ▶ A person's spouse, natural or adopted offspring, father, mother, grandparent, grandchild to any degree, brother, sister, aunt, uncle or first or second cousin.
- ▶ The natural or adopted offspring, father, mother, grandparent, grandchild to any degree, brother, sister, aunt, uncle or first or second cousin of the person's spouse.
 - a. **Mother** - must provide valid government issued picture identification which includes signature.
 - b. **Father** - must be listed on the record as the father or must prove legal interest and provide valid government issued picture identification which includes signature.
 - c. **Spouse** - a copy of the marriage certificate is required, a photo copy of spouse's picture identification, which includes signature.
 - d. **Sister, Brother, or Adult Child** - must provide proof of relationship by providing a copy of his/her birth certificate listing one of the same parents, along with his/her valid government issued picture identification which includes signature.
 - e. **Grandparent** - must provide proof of relationship such as the birth certificate of the registrant's parent.
 - f. **Grandchild, Aunt, Uncle, First or Second Cousin** - must provide proof of relationship with copies of birth or death records and/or marriage (cont)